

**SAN MARCOS PUBLIC LIBRARY
SAN MARCOS-HAYS COUNTY COLLECTION
POLICY STATEMENT**

The following policy has been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. This policy is to be considered the official position of the library.

Name of the Collection:

The local history collection at the San Marcos Public Library shall be known as San Marcos-Hays County Collection.

The San Marcos-Hays County Collection includes the collection known as the Tula Townsend Wyatt Collection. The Tula Townsend Wyatt collection was established in 1977 in honor of Mrs. William A. Wyatt, a local historian whose donation of historical materials helped form the basis of the collection. Since her initial contribution was made to the library, many other people have also made significant contributions to the collection. Thus the library board has chosen to provide a descriptive name for the collection as a whole while continuing to recognize the important contribution made by Mrs. Wyatt.

Purpose of the San Marcos-Hays County Collection:

The purpose of the San Marcos-Hays County Collection is to serve as a center for gathering and preserving books, photographs, maps, documents and other archival materials related to the history, geography, and cultural life of San Marcos and Hays County. Priority will be placed on developing a well-rounded collection of materials which are likely to have enduring historic value and broad community interest. The collection will emphasize the following:

- Photographs of houses, public buildings, local persons, scenes and events.
- Newspapers published in Hays County, except for those published by SWTSU.
- Books, articles, clippings and other documents containing information about Hays County or its residents.
- Maps or illustrated descriptive materials about Hays County.
- Letters, diaries, and journals which tell about life in Hays County.
- Research studies, government documents, and public records which include information about Hays County.

Guidelines for Materials Selection:

Because the library has limited space and staff resources to devote to its development, the San Marcos-Hays County Collection will be selective rather than inclusive in its scope. In particular, the collection will be limited in following ways:

- Materials included in the collection must relate to Hays County or one of the local communities within the county. In some cases, materials on nearby communities with a strong connection to our county will also be included in the collection. Examples of these communities include Redwood, Martindale and Staples.
- Books and documents by local authors will not be included in the collection unless they include information, photographs, or stories involving people or places in Hays County.

- Because SWTSU maintains its own archive, materials about SWTSU will be collected only on very selective basis.
- Because there are other public libraries serving the communities of Wimberley, Buda, Kyle and Dripping Springs, greater emphasis will be placed on collecting the history of San Marcos than on the other communities in Hays County.
- Space constraints prohibit the library from serving as an archive for local clubs, government agencies, or other public entities.
- Materials from the national or statewide affiliates of local organizations will not be included in the San Marcos-Hays County Collection unless they include significant information about San Marcos or Hays County.

Gifts to the San Marcos-Hays County Collection:

The library welcomes donations of historical materials to the San Marcos-Hays County Collection. Both original documents as well as high quality copies are accepted for donation. However, not all materials donated will be added to the collection. Donors should be aware of the following:

- The library will add materials to the collection only if they meet the guidelines for materials selection, which are outlined above.
- Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition seems advisable.
- Art objects, antiques, flags, and other museum objects will not be accepted or added to the collection.
- The library will not accept for deposit materials, which are not permanent and outright gifts.
- Donated materials will be cataloged, organized, and shelved in such a way as to maximize access for the entire community. All decisions related to cataloging, shelving, and circulation of donated items will be made by the Library Director.
- All materials added to the collection will be made available to the general public for both research and duplication.
- Any exceptions to this gifts policy must be reviewed and approved by the Library Board.

Systematic Withdrawal of Materials:

Materials that no longer meet the stated objectives of the collection will be systematically discarded according to accepted professional practices and in accordance with city procedures.

Circulation, Duplication and Display of Materials from the Collection:

- Whenever possible, materials in the San Marcos-Hays County Collection will be stored in locking cabinets. Only members of the library staff are permitted access to the cabinets.
- Patrons must review materials in an area designated by the librarian on duty.
- Materials in the collection are considered rare and cannot be removed from the library. Under special circumstances and with permission of the librarian on duty, some materials may be borrowed for a short loan period in order to duplicate them. Print materials and other

items that can be easily duplicated using library photocopiers are not eligible for loan outside the library.

- If materials from the San Marcos-Hays County Collection are duplicated and/or used for display purposes, are reprinted in a manuscript or published work, or are digitally reproduced on the Internet, the collection must be credited as follows: *“Courtesy of the San Marcos-Hays County Collection of the San Marcos Public Library.”*

Adopted: September 25, 2000

SAN MARCOS-HAYS COUNTY COLLECTION
San Marcos Public Library

DONOR FORM

Thank you for your donation of historic materials to the San Marcos Public Library. Your help in preserving the history of San Marcos and Hays County will be appreciated by your fellow citizens for years to come.

We appreciate your filling out the attached donor form. It will help us in identifying and cataloging the materials you have given us.

Name of Donor: _____

Representing what organization (if any):_____

Address:_____

Telephone: _____

PRELIMINARY DESCRIPTION OF GIFT:

____ books ____ boxes ____ folders ____ photographs ____ other

General subject/content: _____

Approximate dates of materials: _____

OTHER DESCRIPTIVE COMMENTS:

I have read the San Marcos-Hays County Collection Policy Statement and would like to donate the materials described above to the library for possible inclusion in the San Marcos-Hays County Collection.

Donor's Signature

Date

Receiving Staff: _____